

Incoming Clerks – Pay Questions

Table of Contents

What’s so significant about a pay period? 1

What are the 2019 pay periods during my clerkship? 2

What happens if I don’t start at the beginning of a pay period? 2

What do I do with my Public Service Loan Forgiveness form? 2

Does Bar membership make a difference during my clerkship? 2

When will I be eligible for a promotion? 2

Can I change my tax withholding? 3

How do I access my paystub? 3

How do I access my W2? 3

What’s so significant about a pay period?

The Federal Judiciary uses a bi-weekly pay period schedule for all employees (with the exception of judges) that comprises the two-week period in which wages are earned. The wages earned during the period are paid on the Friday after the pay period closes. In most years there are 26 pay periods, however in some years (such as 2015) the dates of pay cause a 27th pay period to be necessary. Annual salaries are determined using 26 pay periods regardless of the number of pay periods in a year.

Biweekly pay periods start every other Monday and although they run in conjunction with leave periods, they are different and may even be numbered differently. The pay vs. leave period calendar below shows this year’s pay and leave periods.

If a law clerk is covered by the Leave Act, they will only accrue leave for pay periods in which they have been on the payroll for every workday of the leave/pay period, which requires starting employment at the beginning of a leave/pay period. For instance, a clerk starting on the Tuesday after a holiday or terminating on any day other than the last Friday of the pay period would not accrue leave for that leave/pay period.

What are the 2019 pay periods during my clerkship?

Start Date	Pay Period #	Leave Period #	Start Date	Pay Period #	Leave Period #
3/18/2019	7	6	9/2/2019	19	18
4/1/2019	8	7	9/16/2019	20	19
4/15/2019	9	8	9/30/2019	21	20
4/29/2019	10	9	10/14/2019	22	21
5/13/2019	11	10	10/28/2019	23	22
5/27/2019	12	11	11/11/2019	24	23
6/10/2019	13	12	11/25/2019	25	24
6/24/2019	14	13	12/9/2019	26	25
7/08/2019	15	14	12/23/2019	1-2020	26
7/22/2019	16	15			
8/5/2019	17	16			
8/19/2019	18	17			

What happens if I don't start at the beginning of a pay period?

Starting on a day other than the beginning of the pay period will delay your first pay. In order to receive a check for the first pay period that you are employed, all of your new hire paperwork must be submitted to the Administrative Office of the U.S. Courts (AO) on or before first day of the pay period—except in circumstances where a holiday is the first day of the pay period, then all paperwork must be submitted by the Friday before. ***Unless you come in early to submit your paperwork, you will have to wait an additional payday to receive your first pay, but that deposit will reflect all hours worked in your first two pay periods.*** If you are covered by the Leave Act, you will not accrue any annual or sick leave for your first leave/pay period—leave accruals are not prorated for mid-pay hire dates.

What do I do with my Public Service Loan Forgiveness form?

Please submit these forms to the Human Resources Department for completion.

Does Bar membership make a difference during my clerkship?

Bar membership, though not required of term law clerks, is required for promotion above the JSP 11.

When will I be eligible for a promotion?

The requirements for promotion, in addition to the Judge's approval, are found below:

	Years of Legal Experience	Bar Membership	Federal Judiciary Experience
JSP 11	0	Not Required	No Requirement
JSP 12	1	Yes	No Requirement
JSP 13	2	Yes	No Requirement
JSP 14*	3	Yes	2 years

* Regardless of qualifications, only one JSP 14 law clerk is allowed per chambers.

Can I change my tax withholding?

Your tax withholdings can be changed at any point during your clerkship. Federal tax withholdings can be changed online in the Human Resources Management Information System (HRMIS). Paper forms must be submitted in order to change your state/local taxes.

How do I access my paystub?

Paystubs are available for viewing when you log into HRMIS. Also, each payday, you will receive an email from HRMIS directing you to view your earnings statement. Please be sure to check at least your first few earning statements to ensure that your benefit deductions, taxes, etc. are being deducted from your check correctly.

How do I access my W2?

W2s can be accessed through eprintview.com once you have opted-in to receive them. Instructions for receiving electronic W2s are typically broadcast at the end of the year, but they will be discussed during your orientation and can be found on [JNet](#) (the Federal Judiciary's intranet) throughout the year.